

Description of Vendor Documents Column Headings

Overview The table below describes each of the columns that are displayed in WAWF when the vendor is in the View Vendor Document folder.

Descriptions

Column Headings	Description
Item	WAWF generates this column to provide a visual understanding of how many documents were returned by this search, and to help the user know how far through the search results they are viewing. A search in WAWF can return up to 500 records.
Type	The type column identifies what document type was returned in the search. In this field WAWF will display one of the following: Combo, Combo FP, Commercial Item Financing, Construction Invoice, Corrected – RR, CV - Direct, CV – Interim, CV – Final, Grant, Invoice, Invoice 2in1, Invoice FP, Misc. Pay, NAVCON, NSI, Performance Payment, PP – Per Pay, PP – Post Pay, R Combo, Receiving Report, Reparables RR, and TELE.
Vendor (Payee)	The Vendor (Payee) column identifies the CAGE Code identified with the document. The Vendor (Payee) column can be sorted alphabetically to search through the results by CAGE Code.
Contract Number	This column lists the contract number associated with the document. If the contract can be found within the Electronic Document Access then the blue link can be used to pull up a copy of the contract and any contract mods for viewing. The contract number is another column that can be sorted alphabetically. When a search is run WAWF will first display the results by the contract number.
Delivery Order	Here is where the delivery order number will be displayed if one was included in the document creation. Since the delivery order number is not mandatory this field may remain blank. WAWF can sort the search results by Delivery Order Number by clicking the blue link.
Shipment Number	This provides the shipment number associated with the document. Although not always mandatory, many of the document types will display a shipment number in this column. Clicking on the blue link will take you to the associated document.
Submitted	The submitted date displays the WAWF system date when the document was submitted in WAWF.
Shipped	The shipped date displays the date the goods were shipped as identified by the initiator in the document.
Accepted	The accepted date displays the date that the Acceptor performed the acceptance on the shipment. Prior to the document status being Accepted this column will remain blank. The Acceptance Date column can be sorted in the same manor as the previous columns.
Status	This column will display the status of the Shipment number. A status will always be identified when the shipment number is displayed. The different statuses can be viewed on the “Description of WAWF documents Status Code” guide.

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Descriptions (Continued)

Column Headings	Description
Purge	The Purge Column will contain a value when the document has been saved in WAWF. If the purge is selected then the document will revert back to its previous condition. (If the document is saved during the creation then selecting to purge will delete the document.)
Recall	The Recall RR column will display a blue R if the document is in a recallable status. Documents are recallable when they are in a submitted status, prior to any action performed by a government user.
Void	The Void RR column allows a vendor to cancel a document currently displayed in WAWF. A document may need to be voided to stage a new file using the same invoice number/shipment number and contract number combination. If a document is in a voidable status a blue V will appear in this column. Documents may only be voided by the initiator.
Pack	When a receiving report is created and no pack data is included this column will have a blue Add. By clicking the Add link WAWF will take the vendor to the Pack tab where they can enter the desired pack information.
Invoice Number	The invoice number column provides a link to the billing document. This generally will be the invoice, but can also include documents such as vouchers.
Submitted	The submitted date displays the WAWF system date when the document was submitted in WAWF.
Received	The invoice received date reflects the date that the invoice was entered into the WAWF system. The date may be highlighted in red and start with one of four prefixes. D – is used when a discount is included on the document, or to identify certain document types such as Performance Based Payments, Commercial Item Financing Documents, or Progress Payments. F – is used when the document is Fast Pay with no viable discounts on the document. G – is used when the document is a Grant and Cooperative Agreement. S – is used when the document is a Navy Shipbuilding Invoice.
Status	This status column reflects on the status of the invoice number in the row. The different statuses can be viewed on the “Description of WAWF documents Status Code” guide.
Purge	The Purge Column will contain a value when the document has been saved in WAWF. If the purge is selected then the document will revert back to its previous condition. (If the document is saved during the creation then selecting to purge will delete the document.)

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Descriptions (Continued)

Column Headings	Description
Recall	The recall invoice column allows the user to pull back the document to make some changes and resubmit back to the vendor. Documents must be in a recallable status for the blue R to appear on the search screen. As with receiving reports the invoice must be in the submitted status, but if there is a receiving report attached it must also be in the submitted status or the invoice will not be available for recall.
Void	For the blue V to appear in this column the invoice number must be in the submitted or the rejected status. Once an invoice is voided it is no longer within the WAWF system and can be replaced by a document using the same invoice/shipment number and contract combination.
Amount	This column displays the total monetary amount (and monetary code if not USD) of the invoice or receiving report.